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Sixty-ninth session

Arrangements for the high-level meetings and the general debate of the sixty-ninth session of the General Assembly

United Nations Headquarters, 22 September to 1 October 2014

Information note for delegations

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I. Introduction

1. The general debate of the sixty-ninth session will be held from Wednesday, 24 September, to Wednesday, 1 October 2014.

2. The General Assembly, by its resolution 66/296, decided that the high-level plenary meeting of the sixty-ninth session of the General Assembly, to be known as the World Conference on Indigenous Peoples, will be held on 22 September and on the afternoon of 23 September 2014.

3. By its resolutions 65/234 and 67/250, the General Assembly decided to convene, on 22 September 2014, a special session during the sixty-ninth session of the Assembly in order to assess the status of implementation of the Programme of Action of the International Conference on Population and Development and to renew political support for actions required for the full achievement of its goals and objectives.

4. Furthermore, the Secretary-General will host the "Climate Summit 2014" on Tuesday, 23 September.

5. The plenary meetings of the World Conference on Indigenous Peoples, the special session of the General Assembly on the follow-up to the International Conference on Population and Development, as well as the general debate, will be held in the General Assembly Hall.

II. Arrivals

6. Strict adherence to the following requirements will ensure the timely and secure arrival of all parties:

(a) All persons in motorcades must have valid United Nations photo identification in order to be permitted to pass through various security checks and enter the Headquarters complex;

(b) Heads of State or Government, members of their parties and other delegations or observers or individual members of such delegations wishing to come to the United Nations on foot from nearby locations are encouraged to do so — time will be saved and possible delays avoided;

(c) With the exception of motorcades accompanied by police and/or secret service, any delegation arriving at the United Nations by car will need a special vehicle permit. The permits will be available through the Garage Administration, room U-210 (telephone: 212 963 6212).

III. Schedules, list of speakers, statements, documentation and interpretation

High-level plenary meeting of the General Assembly to be known as the World Conference on Indigenous Peoples

7. The high-level plenary meeting of the General Assembly to be known as the World Conference on Indigenous Peoples will be held on Monday, 22 September, and Tuesday, 23 September 2014, according to the following schedule:

22 September	
9 a.m.-1 p.m.	Opening plenary meeting (General Assembly Hall)
3-6 p.m.	Interactive round table 1 (Conference Room 4, General Assembly Building)
	Interactive round table 2 (Trusteeship Council Chamber)
23 September	
3-5 p.m.	Interactive round table 3 (Conference Room 4, General Assembly Building)
	Interactive panel discussion (Conference Room 3)
5-6 p.m.	Closing plenary meeting (General Assembly Hall)

8. The modalities of the high-level meeting are set out in resolution 66/296.

9. The opening plenary meeting will be held in the General Assembly Hall and will feature statements by the President of the General Assembly, the Secretary-General, the United Nations High Commissioner for Human Rights, Heads of State or Government or high-level representatives of Member States from each regional group, the Chair of the Permanent Forum on Indigenous Issues and three representatives of indigenous peoples who will be proposed by indigenous peoples and subsequently designated by the President of the Assembly after consultations with Member States. The opening plenary will also include an opening ceremony involving indigenous peoples and the adoption of the outcome document.

10. The first and second interactive round tables will be held concurrently in Conference Room 4, General Assembly Building, and the Trusteeship Council Chamber, respectively. The third interactive round table and the interactive panel discussion will be held concurrently in Conference Room 4 and Conference Room 3, respectively.

11. Information on the themes and chairs of the round tables and the panel discussion will be communicated by the President of the General Assembly at a later date.

12. To enable maximum participation within the limited time available, statements in the round table discussions and panel discussions should not exceed three minutes when made in a national capacity and five minutes when made on behalf of groups, on the understanding that this would not preclude the distribution of more extensive texts. Information regarding inscriptions to the list of speakers will be communicated in the *Journal of the United Nations*.

13. The President has drawn up a list of representatives of non-governmental organizations in consultative status with the Economic and Social Council that will participate in the high-level meeting. This list was shared with Member States in a letter from the President dated 5 August 2014. The final list of non-governmental organizations and other stakeholders not in consultative status with the Economic and Social Council that will participate in the high-level meeting will be circulated by the President at a later date.

14. The closing plenary meeting, which will be held in the afternoon of Tuesday, 23 September, will include the presentation of summaries by the Chairs of the round tables, a panel discussion and a closing ceremony involving indigenous peoples.

15. Conference Room 4, General Assembly Building, will serve as an overflow room for the plenary meetings of the high-level meeting.[1]

General debate

16. As indicated above (sect. I), the general debate of the sixty-ninth session of the General Assembly will be held from Wednesday, 24 September, to Wednesday, 1 October 2014. The meetings of the general debate will be held from 9 a.m. to 1 p.m. and from 3 p.m. to 9 p.m. in the General Assembly Hall.

17. The current list of speakers is available in room S-3082. Any change or exchange of speaking slots among Member States should be communicated in writing to the General Assembly Affairs Branch, room S-3082 (e-mail: poliakova@un.org; telephone: 212 963 5063; fax: 212 963 3783).

18. The theme "Delivering on and implementing a transformative post-2015 development agenda" has been proposed for the general debate at the sixty-ninth session, pursuant to General Assembly resolution 58/126.

19. In keeping with previous practice, a voluntary 15-minute time limit for statements is to be observed in the general debate of the sixty-ninth session.

Statements, documentation and interpretation

20. At the sixty-ninth session of the General Assembly, the Department for General Assembly and Conference Management will offer PaperSmart services as an additional service. Delegations wishing to circulate their statements electronically through the PaperSmart services portal should send them at least two hours in advance of delivery to papersmart@un.org or provide copies for scanning and uploading to the portal at the conference officers' desk located in or outside the meeting room. A minimum of 30 copies of the text should also be submitted by a delegation representative to the receiving area at the documentation desk located at the rear of the General Assembly Hall between 8 a.m. and 9 a.m. by a delegation representative in possession of a valid United Nations grounds pass. Access will be through the 46th Street gate, through the screening area, utilizing the West side elevators in the lobby of the General Assembly Building to the second floor, where a representative of the Secretariat will accept the texts at a designated counter. The texts of the speeches will be accepted only on the day they are to be given.

21. Statements made in any of the six official languages of the General Assembly are interpreted into the other official languages. Any speaker may also make a statement in a language other than the official languages. In such cases, in accordance with rule 53 of the rules of procedure of the Assembly, the delegation in question must provide either an interpreter from the non-official into an official language or a written text of the statement in one of the official languages to be read out by a United Nations interpreter. On the basis of this interpretation or the written text which is accepted by the Secretariat as representing the official text of the

[1] The designation of overflow rooms is tentative. The *Journal of the United Nations* will contain the most up-to-date information on the overflow rooms for the high-level meeting.

statement, it will be interpreted into the other official languages by United Nations interpreters. When a written text is provided, the delegation concerned should make available to the interpreter someone who knows the language in which the statement is to be delivered and the official language into which it has been translated, to guide the interpreter through the translated text and to ensure synchronization between the speaker and the interpreter. Detailed arrangements for interpretation from non-official languages, including access by non-United Nations interpreters to the interpreter booths in the General Assembly Hall, must be made in advance through the Meetings Management Section (telephone: 212 963 8114; e-mail: emeetsm@un.org). The interpreter or the guide provided by the delegation should be brought by the delegation to the conference officers' desk in front of the General Assembly Hall 30 minutes prior to the delivery of the statement.

22. For the duration of the remainder of the main part of the session, delegations are invited to submit electronic versions of their statements via e-mail to papersmart@un.org. The name of the meeting and the agenda item should be indicated in the heading of the statement and in the subject line of the e-mail. The statements will remain embargoed until their delivery and then posted on the PaperSmart portal (papersmart.unmeetings.org).

23. A print-on-demand service will be made available throughout the session, from which delegates will be able to request a hard copy at the documents distribution counter located outside the General Assembly Hall. Delegates will be able to e-mail any document or statement to themselves from the portal. All official documents will also be available electronically in all official languages on the Official Document System, as well as via the PaperSmart portal (papersmart.unmeetings.org). No login will be required to access the portal.

24. Delegations and participants are encouraged to bring their laptops, tablets or other mobile devices to the meetings in order to access information and documents.

IV. Special session of the General Assembly on the follow-up to the Programme of Action of the International Conference on Population and Development

25. The special session of the General Assembly on the follow-up to the Programme of Action of the International Conference on Population and Development will be held on 22 September 2014, from 1 p.m. to 9 p.m., in accordance with resolutions 65/239 and 67/250.

26. The plenary meetings will feature statements by the President of the General Assembly, the Secretary-General, the Executive Director of the United Nations Population Fund, Member and observer States and observers, as well as five selected representatives of non-governmental organizations in consultative status with the Economic and Social Council, chosen by the President of the Assembly with due regard for geographic balance, in consultation with Member States in order of precedence.

27. To allow for maximum participation within the limited time available, statements in the plenary meetings will be limited to 3 minutes, on the understanding that that would not preclude the distribution of more extensive texts.

28. A list of speakers is open for inscription in room S-3082 (e-mail: poliakova@un.org; telephone: 212 963 5063; fax: 212 963 3783). Delegations are asked to kindly indicate the level of representation at the time of inscription.

29. The President of the General Assembly, in a letter dated 30 July 2014, drew up a list of representatives of non-governmental organizations in consultative status with the Economic and Social Council that will participate in the special session. The President also drew up, in a letter dated 8 August 2014, a list of non-governmental organizations and other stakeholders not in consultative status with the Economic and Social Council that will participate in the special session.

30. Conference Room 3 is designated as an overflow room for the special session.[2]

V. Event hosted by the Secretary-General

Climate Summit 2014

31. An event entitled "Climate Summit 2014" will be held on Tuesday, 23 September 2013, from 8.30 a.m. to 7.30 p.m. at United Nations Headquarters in New York.

32. The objectives of the Summit are to catalyse ambitious action on the ground around key sectors that reduce emissions and build resilience, and to secure political commitment for finalizing an ambitious, global, legal climate agreement in Paris in December 2015.

33. The Secretary-General will formally open the Summit, and contributions will be made by a number of high-level speakers. Heads of State and Government will be invited to make national action and ambition announcements in three parallel plenary sessions. In the afternoon of 23 September, Heads of State and Government as well as leaders from the finance and business sectors and from civil society will present multilateral and multi-stakeholder action announcements on action areas, including finance, energy, short-lived climate pollutants, transport, cities, forests, agriculture, adaptation and resilience, and disaster risk reduction. Four high-level thematic policy and practice discussions will be held in the afternoon, including on climate, health and jobs; "Voices from the climate frontlines"; economic cases for action; and climate science. The Secretary-General will conclude the Summit by presenting the Chair's summary, and there will be a celebratory closing event.

34. Additional information will be shared with all Member States through official channels in due course. Further enquiries about the Summit can be directed to the Executive Office of the Secretary-General, Climate Change Support Team (e-mail: ccst@un.org); website: http://www.un.org/climatechange/summit.

VI. List of delegations

35. A comprehensive list of delegations to the sixty-ninth session of the General Assembly will be available from the Protocol and Liaison Service website (www.un.int/protocol) at the end of December 2014. Missions are requested kindly

[2] The designation of overflow rooms is tentative. The *Journal of the United Nations* will contain the most up-to-date information on the overflow room for the special session.

to submit a comprehensive official delegation list, including the functional titles and affiliations of each member, to the Chief of Protocol, room S-0201 (fax: 212 963 1921), not later than 31 October 2014. In order to avoid confusion, any changes to the original list should be sent separately, bearing in mind that such changes should not be incorporated into the list previously submitted to the Protocol and Liaison Service. Missions are encouraged to transmit, in MS Word, their comprehensive lists of delegations, first electronically to sutliff@un.org, followed by a signed copy, to be delivered to the Protocol and Liaison Service.

36. Each delegation should consist of not more than five representatives, and five alternate representatives and as many advisers and experts as may be required (rule 25 of the rules of procedure of the General Assembly). With the exception of Heads of State or Government and Vice-Presidents, Crown Princes or Princesses and Ministers for Foreign Affairs, who will be listed as heads of delegation during their presence at the session, all other heads of delegation shall be counted as one of the five representatives. If the five representatives and five alternate representatives are not specified, as required by the rules of procedure of the General Assembly, the first 10 members of the delegation in the order of their listing will be considered as representatives and alternate representatives, for the purpose of issuing the lists of delegations. The names of aides de camp, interpreters, physicians, media and security personnel accompanying a Head of State or Government should not be included in the official list of delegations.

VII. Protocol accreditation and access arrangements for Member States, observers, intergovernmental organizations and the specialized agencies

Accreditation

37. Accreditation of official delegations and members of the parties of Heads of State or Government, Vice-Presidents and Crown Princes or Princesses will be carried out by the Protocol and Liaison Service. Missions/offices are required to submit their accreditation requests by using the online system "eAccreditation" via the website at https://eaccreditation.un.int. Delegations wishing to obtain information on the system may refer to the updated "Guidelines on eAccreditation" and "Frequently Asked Questions" posted on the Protocol website at www.un.int/protocol. It is to be noted that all accreditation requests, including requests for VIP passes, must be submitted via the eAccreditation system.

38. Heads of State or Government, Vice-Presidents, Crown Princes or Princesses and their spouses will be offered VIP passes without photographs. Deputy Prime Ministers, Cabinet ministers and their spouses will be provided with VIP passes with photographs.

39. The working hours of the accreditation unit (telephone: 212 963 7181) in the Protocol and Liaison Service in the days prior to and during the high-level meetings and the general debate will be posted on the Protocol and Liaison Service website and at the entry of the Protocol Office starting on Monday, 8 September 2014.

Access to meeting rooms and restricted areas

40. During the high-level meetings and the general debate of the sixty-ninth session of the General Assembly, from 22 September to 1 October 2014, access to the General Assembly Hall and restricted areas will require a regular delegate's pass plus a secondary colour-coded access card. The access cards are transferable strictly among members of a delegation. For that purpose, the Protocol and Liaison Service will proceed as follows:

	Number of access cards issued		
High-level meetings and general debate held at the General Assembly Hall	*Member States, Holy See and the State of Palestine*	*Intergovernmental organizations having received a standing invitation to participate as observers in the sessions and the work of the General Assembly*	*Specialized agencies and related organizations*
World Conference on Indigenous Peoples 22 and 23 September	6	2	1
Special session on the follow-up to the Programme of Action of the International Conference on Population and Development 22 September	6	2	1
General debate 24 September to 1 October	6	2	1

41. Access arrangement for the Climate Summit 2014 will be communicated to permanent missions/offices later in a separate note verbale from the Protocol and Liaison Service.

42. Owing to the fact that the meetings of the World Conference on Indigenous Peoples and the special session are scheduled for the same venue but at different times and dates, admission to the General Assembly Hall for those meetings is restricted to the date and time specified on the access cards.

43. In addition to the above-mentioned secondary access cards, every permanent mission will be issued four cards of one colour for access to the second floor of the Conference Building. Each intergovernmental organization and specialized agency will be issued two of the same access cards. The cards will be valid for the duration of the high-level meetings and the general debate of the sixty-ninth session of the General Assembly, from 22 September to 1 October 2014.

44. Access cards, if required, will be issued to representatives of Member States, observers, intergovernmental organizations and specialized agencies participating in the round tables/panel discussions associated with the high-level meetings and other closed/restricted meetings in order to provide access to conference rooms in the Conference Building.

45. Colour-coded access cards for the high-level meetings and the general debate will be ready for collection at the Protocol and Liaison Service starting on Friday, 19 September 2014, after 10 a.m.

46. Seats will be reserved in a VIP area for spouses of the Heads of State or Government, Vice-Presidents, Crown Princes or Princesses participating in the general debate, provided that the Chief of Protocol is notified in advance of their attendance. In addition, depending on availability, a limited number of seats will be reserved for guests of delegations in the fourth floor balcony and in VIP section A (up to 15 seats) of the General Assembly Hall during the address of the head of delegation at the plenary meeting of the general debate. Access to those areas will require a special courtesy ticket distributed by the Protocol and Liaison Service. To reserve seats in the VIP area for spouses and in the reserved section for guests of delegations in the General Assembly Hall, permanent missions are required to submit a request specifying the names and titles of all attendees (including, where relevant, the spouse of the dignitary speaking) to the Chief of Protocol in room S-0201 or faxed to 212 963 1921 **at least one week in advance of the address**. The special courtesy tickets will be available for collection one day prior to the address of the head of delegation. Ticket holders to these areas who are not in possession of a United Nations grounds pass must be escorted by a representative of the mission bearing a valid United Nations grounds pass and enter the United Nations through the entrance at 46th Street.

47. All documents, forms and information material on the sixty-ninth session of the General Assembly issued by the Protocol and Liaison Service may be accessed at the Service's website (www.un.int/protocol).

Access for members of the information media

48. Members of the media (both resident correspondents with equipment and non-resident correspondents with or without equipment) who wish to enter the General Assembly Hall must use the 47th Street media entrance with a grounds pass or proper documentation for accreditation. Following the screening process, personnel who need media accreditation will be required to proceed to the media accreditation area, located in the North Lawn Building. Media personnel who wish to proceed to the third floor media liaison desk in the General Assembly Building will be required to use the ramp located on the east side of the General Assembly Building and the staircase within the neck area to the third floor. Media personnel who wish to proceed to the Media Centre (Conference Room 4, North Lawn Building) following the screening process will proceed from the accreditation area to Conference Room 4 in the North Lawn Building. Video crews accompanying resident and non-resident correspondents, as well as all categories of temporary correspondents, will use only the 47th Street entrance, where they and their equipment will be subject to security screening.

49. Members of the media must be escorted by the Media Accreditation and Liaison Unit at all times in the restricted areas.

VIII. Welcoming reception

50. A welcoming reception (with spouses) will be held on Wednesday morning, 24 September, in honour of the Heads of State or Government, Vice-Presidents and Crown Princes or Princesses participating in the sixty-ninth session of the General Assembly **from 8 a.m. to 8.50 a.m.** in the Indonesian Lounge on the second floor of the General Assembly Building.

IX. State luncheon

51. The Secretary-General will host a luncheon (without spouses) in honour of Heads of State or Government, Vice-Presidents and Crown Princes or Princesses participating in the sixty-ninth session of the General Assembly. Heads of delegation at a level other than Head of State or Government will also be invited. The luncheon will be held at 1.15 p.m. in the North Delegates Lounge of the Conference Building.

X. Programme for spouses

52. Mrs. Ban Soon-taek, spouse of the Secretary-General, will host a tea reception in honour of the spouses of Heads of State or Government, Vice-Presidents and Crown Princes or Princesses on **Wednesday, 24 September 2014, at 3 p.m.** at the official residence of the Secretary-General, located at 3 Sutton Place, on the north-east corner of Sutton Place and 57th Street. The spouses of cabinet ministers attending the general debate are also invited to attend the event. Spouses may be accompanied for the event by a guest of their choice.

XI. Protocol/security briefing

53. There will be a protocol and security joint briefing for delegations on Wednesday, 10 September 2014, at 3 p.m. in Conference Room 2. Permanent missions and observer missions are urged to be represented at the briefing.

XII. Security arrangements

General considerations

54. The Headquarters complex will be closed to the public from 4 p.m. on Sunday, 21 September 2014, until the close of business on Tuesday, 7 October 2014. Access to the United Nations complex during the high-level meetings will be restricted to delegates and their staff; staff members of the United Nations Secretariat and of the funds, programmes and agencies of the United Nations system; accredited media; and affiliates who are wearing a United Nations grounds pass. In addition, members of civil society who are invited to attend the high-level meetings will be required to be in possession of a meeting-specific pass at all times.

55. For all Government delegations (Member States or observers), grounds passes will be issued at the Pass and Identification Unit (First Avenue at 45th Street). For grounds passes for national security officers accompanying Heads of State or Government, contact Lieutenant Paula Goncalves, Special Services Unit (telephone 212 963 7531). See annex II for a sample of the grounds pass request for security staff.

56. Questions or concerns should be directed to David J. Bongi, Chief of Security, United Nations Headquarters, Security and Safety Service, by contacting the Security Event Planning Unit, Lieutenant Malinda McCormack (telephone 212 963 7028), or through Inspector Matthew Sullivan, Inspector in Charge of Operations (telephone 212 963 4601).

57. Kindly note that access to the United Nations will be denied to anyone who is not in the above-listed categories and who is not wearing a valid grounds pass. To avoid last-minute difficulties, all Governments are requested to ensure the proper accreditation of their delegations.

Access to the United Nations Headquarters complex

58. The opening times of the pedestrian entrances are as follows:

42nd Street and First Avenue: 6 a.m. to close of business

46th Street and First Avenue: 7 a.m. to close of business

47th Street and First Avenue: 6 a.m. to close of business (media exclusive entrance)

59. Please be aware that all packages brought onto the premises by all categories of persons, including delegates and staff, will be subject to security inspection.

60. Prior arrangements are required for press and affiliates during after-hours access to the premises through notification to the Security Operations Centre at extension 3-6666.

61. Access to the South Annex and the Library Building prior to 6 a.m. may be gained by using the 43rd Street Entrance, and proceeding to these areas via the lobby of the Secretariat Building.

No pedestrian access through the delegates' entrance

62. During the sixty-ninth session, the delegates' pedestrian entrance gate, located at 45th Street and First Avenue will be closed owing to motorcade activity. Therefore, the gate positioned to the South of the 46th Street and First Avenue entrance will be reserved for the use of high-level VIPs, delegations bearing protocol access passes, permanent representatives to the United Nations, heads of delegation and senior United Nations staff who are in possession of gold coloured access passes, in order to access the delegates' entrance.

Access to the North Lawn Building

63. During the sixty-ninth session, the pedestrian entrance at 47th Street and First Avenue will be utilized primarily by media for screening and accreditation. It may also be used by VIPs, delegations and staff members who have business in the North Lawn Building. Since the North Lawn Building is a restricted area, all normal screening protocols apply.

Security and Safety Service, pass and identification offices: UNITAR Building and public plaza

64. In preparation for the sixty-ninth session of the General Assembly, the Pass and Identification Unit, located in room U-100, UNITAR Building, on First Avenue at 45th Street, will be open to staff members and members of delegations. Representatives of non-governmental organizations requesting annual passes will also be assisted in room U-100. Temporary non-governmental organization passes will not be issued from 15 September 2014 until the general debate. Members of the media will be assisted with accreditation following screening at the 47th Street and

First Avenue entrance, in the accreditation centre located in the North Lawn Building. The days and hours of operation of the two pass and identification facilities will be as follows:

Date	*Hours of operation*
Saturday and Sunday, 13 and 14 September	9 a.m. to 5 p.m.
Monday, 15 September	9 a.m. to 6 p.m.
Tuesday, 16 September	9 a.m. to 6 p.m.
Wednesday, 17 September	9 a.m. to 6 p.m.
Thursday, 18 September	9 a.m. to 6 p.m.
Friday, 19 September	9 a.m. to 6 p.m.
Saturday, 20 September	10 a.m. to 6 p.m.
Sunday, 21 September	10 a.m. to 6 p.m.
Monday, 22 September	8 a.m. to 6 p.m.
Tuesday, 23 September	8 a.m. to 6 p.m.
Wednesday, 24 September	8 a.m. to 6 p.m.
Thursday, 25 September	8 a.m. to 6 p.m.
Friday, 26 September	8 a.m. to 6 p.m.
Saturday, 27 September	9 a.m. to 1 p.m.
Sunday, 28 September	Closed
Monday, 29 September	8.30 a.m. to 6 p.m.
Tuesday, 30 September	9 a.m. to 4.30 p.m.
Wednesday, 1 October	9 a.m. to 4.30 p.m.
Thursday, 2 October	9 a.m. to 4.30 p.m.
Friday, 3 October	9 a.m. to 4.30 p.m.
Saturday, 4 October	9 a.m. to 1 p.m.
Sunday, 5 October	Closed
Monday, 6 October	United Nations Holiday — closed
Tuesday, 7 October	9 a.m. to 4.30 p.m.

Beginning Wednesday, 8 October 2014, all pass and identification operations will return to the Pass and Identification Unit, room U-100, UNITAR Building, on First Avenue at 45th Street, and the hours of operation will be from 9 a.m. to 4.30 p.m.

Access for members of the information media

65. Members of the media (both resident correspondents with equipment and non-resident correspondents with or without equipment) who wish to enter the General Assembly Building must use the 47th Street media entrance with a grounds pass or proper documentation for accreditation. Following the screening process, personnel who need media accreditation are required to proceed to the media accreditation area located in former Conference Room 1, North Lawn Building (the former Media Centre). Media personnel who wish to proceed to the third floor media liaison desk in the General Assembly Building will be escorted by the Media Accreditation and Liaison Unit, and are required to use the North Lawn Building South entrance to access the metal staircase leading to the plaza, and from there the access ramp located on the East side of the General Assembly Building and the staircase within the neck area to the third floor. Video crews accompanying resident and non-resident correspondents, as well as all categories of temporary correspondents, will use only the 47th Street entrance, where they and their equipment will be subject to security screening. The Media Centre is located in the North Lawn Building, in former Conference Room 4.

66. Members of the media must be escorted by the Media Accreditation and Liaison Unit at all times when accessing the Conference and General Assembly Buildings.

Access to restricted areas

67. In accordance with the established procedures, please note that the second floor of the General Assembly Building is reserved for members of delegations and staff who are conducting official business. In all cases, valid United Nations building passes will be required. Owing to the space constraints on the second floor of the General Assembly Building, members of delegations are kindly requested not to congregate within that area and instead utilize the second floor of the Conference Building. Members of non-governmental organizations will not be allowed to gain access to the restricted areas — their access to meetings at Headquarters will be honoured upon verification of a valid United Nations building pass and an appropriate ticket issued for the current day's meeting(s).

Admission of persons not affiliated with the United Nations

68. For the period of the general debate and the high-level meetings, the information and reception desk will be relocated to the UNITAR Building, on the corner of First Avenue at 45th Street. Access to the desk can be gained when entering the building on 45th Street. Given the security activity on First Avenue, it will be the responsibility of each staff member to meet his or her guests at the information desk as well as ensuring that they are accompanied at all times. Guests will not be permitted to enter the restricted areas at any time.

Guided tours

69. Regular guided tours will be suspended from 4 p.m. on Sunday, 21 September, until the close of business on Tuesday, 7 October. On Wednesday, 8 October, guided tours will resume and the building will reopen to the public.

Escorted motorcade drop-off

70. Escorted motorcades will be authorized to enter United Nations premises, at the 43rd Street and First Avenue vehicular entrance, and drop off their passengers at the delegates' arrival tent. Thereafter, they will be required to exit the premises through the 45th Street and First Avenue gate. All escorted motorcade movements on the premises will be established by the Security and Safety Service and coordinated in conjunction with the host country.

Unescorted motorcade drop-off

71. Unescorted vehicles will be allowed to drop off passengers at the 46th Street and First Avenue crosswalk. In doing so, a valid grounds pass and an authorized United Nations decal (UNGA69 issued by the Garage Administration) will be required for presentation at the 46th Street and Second Avenue vehicle checkpoint prior to access.

Traffic in the Secretariat Circle and through the 43rd Street gate

72. The very limited operating space of the Secretariat Circle and delegates roadway areas requires strict controls in respect of access to these areas, in order to facilitate safety and to avoid undue obstructions and delays of delegation vehicles and other high-level Government officials and motorcades. Vehicular access to the premises through the gate at First Avenue and 43rd Street will continue to be restricted to:

(a) Vehicles of the permanent missions conveying permanent representatives, deputy permanent representatives, or heads of delegation for observers to the United Nations and VIPs from national Governments accredited by Protocol;

(b) Vehicles of the permanent missions conveying visiting senior officials of national Governments that have made arrangements with the Security and Safety Service, Security Events Planning Unit;

(c) Host country law enforcement escorted motorcades;

(d) Other special category vehicles authorized by the Security and Safety Service.

73. Depending on meeting schedules and traffic patterns during the high-level meeting to be held from 22 to 26 September 2014, vehicles may periodically be restricted from entering the Secretariat Circle from the garage to exit the premises via the 45th or 43rd Street gates. The regular traffic pattern permitting authorized vehicles to exit the Secretariat Circle through the 45th Street gate from 9 a.m. until 7 p.m. on weekdays will resume on Monday, 29 September 2014.

Parking

74. For the duration of the high-level meeting, vehicles will be permitted access to enter the garage through the 48th Street entrance and depart through the 42nd Street exit, which will be operational on a 24-hour basis. Traffic lanes within the third basement service drive and roadways in the garage must be kept free of stationary vehicles at all times. Vehicles left in this area will be subject to towing.

75. All vehicles entering the Headquarters premises will be subject to search. Thus, it is highly recommended that members limit the contents inside their vehicles in order to expedite the physical security clearances.

76. Bicycles and other non-motorized means of transport into Headquarters premises will not be permitted. Temporary bike racks will be made available outside the secured perimeter.

XIII. Arrangements for meetings

Facilities

77. For bilateral meetings, a limited number of temporary booths, with a maximum capacity of eight participants, will be available in the General Assembly Building.

Reservation system

78. An electronic reservation system will be activated through e-Meets 2.0 (icms.un.org) on 25 August 2014, in order to provide equitable and efficient use of the facilities. Delegations are requested to submit reservations electronically through e-Meets by accessing icms.un.org, clicking on bilateral requests and logging in with the username and password of their permanent mission. The date and time and the name of the other delegation participating in the bilateral meeting should be specified in the request. Reservations will be accepted for periods of 20 minutes, **on the hour and half hour**. To prevent double bookings, only the delegations initiating the bilateral meeting(s) should submit the request.

79. Information about room assignments will be provided one day prior to the meeting. Depending on the programme, every effort will be made to keep a delegation's consecutive appointments in the same room. Late requests will be accepted until 6 p.m. on the day prior to the meeting and every effort will be made to assign a booth based on the availability of space at that time. **Delegations requiring further information regarding bilateral requests should send their questions or enquiries to bilats-msu@un.org.**

XIV. 2014 treaty event

80. It is recalled that the Secretary-General, in a letter dated 16 May 2014, invited Heads of State or Government to consider signing and ratifying or acceding to multilateral treaties deposited with him during the general debate of the sixty-ninth session of the General Assembly.

81. The treaty event will be held from 23 to 25 September 2014 and from 30 September to 1 October 2014 in the treaty-signing area in the North Lawn Building (designated area on the first floor). Appointments for signature, ratification or accession should be arranged well in advance with the Treaty Section (telephone: 212 963 5047). Countries intending to ratify and/or accede to a convention or treaty must submit copies of their instruments to the Treaty Section for review by 5 September 2014. Countries intending to sign a convention or treaty must submit copies of their full powers to the Treaty Section for review by 5 September 2014. It should be noted that Heads of State or Government and Ministers for Foreign

Affairs do not require full powers to sign. Copies of instruments and full powers may be faxed to the Treaty Section at 212 963 3693.

82. Information relating to the treaty event, including the letter of invitation from the Secretary-General to Heads of State and Government, a list of multilateral treaties highlighted in Treaty Event 2014, the annual publication entitled *Treaty Event 2014: Towards Universal Participation and Implementation*, a list of all multilateral treaties deposited with the Secretary-General and procedural information provided by the Under-Secretary-General for Legal Affairs and United Nations Legal Counsel to Permanent Representatives in New York can be obtained from the United Nations Treaty Collection website (https://treaties.un.org).

83. In addition to the Head of State or Government or Minister for Foreign Affairs, two individuals per delegation will be permitted at the Event. It should be noted that it is the responsibility of the delegation to escort the representative who will be undertaking the relevant treaty action to the venue ten to five minutes prior to the scheduled appointment. A protocol officer will greet and escort dignitaries (Head of State or Government/Vice-President/Crown Prince or Princess) from the escalators in the main hall.

84. It should also be noted that, in order to gain access to the premises during the 2014 Treaty Event, national media must have previously obtained proper media accreditation from the Media Accreditation and Liaison Unit.

85. Each delegation should designate an individual as a contact person for the purposes of this Event.

XV. Media arrangements and services

86. Media representatives with a valid United Nations grounds pass will be allowed to cover the general debate and other high-level meetings without additional accreditation.

87. All others who do not have a valid pass **must apply for accreditation by Friday, 5 September 2014**. Media organizations must send a request on the letterhead of the company with the names and functional titles of those coming to cover the General Assembly to malu@un.org or via fax 212 963 4642. Each media representative must also fill out an online form (available from www.un.org/en/media/accreditation/form).

88. All members of the media accompanying Heads of State or Government or heads of delegation can obtain accreditation by having the permanent mission concerned submit a letter listing the names of the media representatives with their functional titles and affiliation (see para. 87 for e-mail address and fax number).

89. All media representatives must come in person to have their photographs taken and be issued a United Nations grounds pass. **They will need to present the letter approving their accreditation**, a national passport and another valid form of photo identification. For additional information, see annex I.

Location and hours of operation of the Media Accreditation Office

90. Until Friday, 19 September 2014, media representatives can pick up their accreditation badges in the Pass and Identification Office, room 102, UNITAR Building, 801 First Avenue (corner of 45th Street and First Avenue).

91. From 21 September to 2 October 2014, the badges can be picked up from the media accreditation area in the North Lawn Building.

92. The hours for media accreditation will be as follows (please note that the Pass and Identification Office might have different hours of operation for delegations):

Monday to Friday, 15 to 19 September	9 a.m. to 4.30 p.m.
Sunday, 21 September	2 a.m. to 8 p.m.
Monday to Thursday, 22 to 25 September	7 a.m. to 7 p.m.
Friday, 26 September	8 a.m. to 5 p.m.
Saturday, 27 September	8 a.m. to 12 noon
Sunday, 28 September	Closed
Monday, 29 September, to Friday, 3 October	9 a.m. to 4 p.m.

93. As at Friday, 3 October 2014, all pass and ID operations will resume at the Main Pass and Identification Unit, located on the corner of 45th Street and First Avenue, Monday to Friday, from 9 a.m. to 4 p.m.

94. All media representatives must clearly display their United Nations grounds passes at all times.

Entry and screening procedures

95. All media representatives will be required to present a valid United Nations grounds pass to the United Nations security officers at the gate. The designated press entrance is at 47th Street and First Avenue.

96. Media are advised to arrive early in order to allow sufficient time for screening. Last-minute arrivals will encounter delays and may be further delayed, should First Avenue be closed for motorcades.

Media Centre and other facilities

97. The Media Centre for all media will be in Conference Room 4, in the North Lawn Building. **Media representatives are requested to kindly bring their own headphones to listen to the proceedings; no headphones will be available on site.**

98. Statements, documents and press releases related to the General Assembly will be available at the Media Documents Centre, located in room S-219. Updates on media arrangements will be available from: www.un.org/en/media/accreditation/events.

United Nations audiovisual materials

99. Photographs in digital format (jpg) will be available for download free of charge on the United Nations photo website (http://www.un.org/av/photo). Photo enquiries and requests should be addressed to the United Nations Photo Library, room S-1047 (telephone: 212 963 6927, 212 963 0034; fax: 212 963 1658; e-mail: photolibr@un.org).

100. Delegations may request one DVD of each statement free of charge. Digital files formats (such as MPEG2 and MPEG4 (H.264)) are also available on demand and can be downloaded online. Additional copies of DVDs, Betacam SP, back orders or any other special requests are subject to charge. Tapes that have been ordered in advance will generally be available on the day the statement is made. Tapes ordered afterwards will be made available as soon as possible. All requests will be serviced in the order in which they are received. To request a videotape of a statement, contact the United Nations Video Library (telephone: 212 963 1561, 212 963 0656; fax: 212 963 4501; e-mail: video-library@un.org). DVDs and tapes must be picked up at the Video Library, room NL-2058, on the second floor of the North Lawn Building.

101. B-roll video material (on Betacam NTSC) will be available on selected topics, such as historical footage of the United Nations, the Millennium Development Goals and other thematic compilations.

102. Live television feeds will be available through commercial carriers. For information, contact United Nations Television (telephone 212 963 7650; fax: 212 963 3860).

103. Only pool television production services will be available from United Nations Television. Broadcasters interested in accessing United Nations Television live coverage of the high-level meetings and the general debate should call 212 963 7650. Those wishing to book a television studio should call 212 963 9399 or 212 963 7650. A detailed schedule of live and handheld camera coverage will be e-mailed to broadcast clients in advance of the high-level meetings.

104. Audio files of speeches in digital format (MP3) will be available for download free of charge from the United Nations Audio Library website (http://www.unmultimedia.org/radio/library/). Audio enquiries and requests should be addressed to the United Nations Audio Library (telephone: 212 963 9513, 212 963 9272, 212 963 9269; e-mail: audio-library@un.org).

105. Statements in the original language in which they were delivered will be available on the PaperSmart portal at papersmart.unmeetings.org. Special requests for a recording of the interpretation in one of the six official languages should be made in advance; the availability of such recordings subject to the limitations of recording facilities.

106. Limited radio studio facilities will be provided to delegates and accredited journalists, when available, during the general debate. There will be charges to cover the additional contractor costs for after-hours use. For radio studio availability and cost estimates for after-hour use, contact the Broadcast and Conference Support Section (e-mail: request-for-services@un.org; telephone: 212 963 9485) and copy United Nations Radio (bobb@un.org, kwiatkowski@un.org).

Internet

107. The United Nations website (http://www.un.org/ga) will provide, through a dedicated portal web page, coverage of the General Assembly meetings, conferences, press briefings and events in the six official languages, including background information, press releases, news stories, documents, photographs and access to radio programmes, webcast videos and statements. In order to ensure the timely posting of the statements on the United Nations website, the texts should be sent to papersmart@un.org. The dedicated website for all of the high-level meetings is http://www.un.org/en/ga/69/meetings/index.shtml.

108. The United Nations Meetings Coverage Section, through its portal websites (www.un.org/en/unpress and www.un.org/fr/unpress), will provide full coverage of the General Assembly plenary and high-level meetings, as well as of round tables and press conferences, in both English and French. Copies of press releases will also be available at the Media Documents Centre, as well as in relevant conference rooms.

109. The United Nations News Centre (www.un.org/news) will serve as the main portal for United Nations news and will be continuously updated. It will provide a wide array of links to related source materials, including press releases, selected reports and statements of the Secretary-General and the President of the General Assembly. **United Nations News Centre readers will also be able to follow stories on Facebook and Twitter** and subscribe to a free e-mail news alert service that will bring stories on the latest United Nations developments straight to their mailboxes or desktops.

110. The United Nations webcast service (www.un.org/webcast) will provide daily live and on-demand broadcasting over the Internet of General Assembly meetings, press conferences and briefings and events. The meetings will be covered live in all six official languages, plus the original language of the speaker, if it is other than an official language. In order to facilitate the timely availability of statements on the website, delegations should send them via e-mail to dpigaweb@un.org. Queries about webcast and on-demand videos should be directed to the United Nations webcast (telephone: 212 963 6733). Queries about the availability of statements on the General Assembly website should be directed to the United Nations Web Services Section (telephone: 212 963 5148).

Pool coverage

111. Some visual media coverage might be provided by selected media pools owing to logistics and space considerations.

112. Official photographers and television crews will have an opportunity to cover the statement of their Head of State or Government or head of delegation on a rotating basis from the press booths surrounding the General Assembly Hall. Owing to space limitations, they may not remain in the booth to cover other speeches.

113. A limited number of still photographers, escorted by media liaison staff, will also be allowed to take photographs from the bridge at the back of the General Assembly Hall during statements. These operations will be coordinated by the liaison officers accompanying the media.

Tickets to the press gallery in the General Assembly Hall

114. A limited number of tickets will be available for the press gallery of the General Assembly Hall. The Media Liaison Desk on the third floor will distribute tickets on a first-come, first-served basis 30 minutes before the meeting.

Briefings and press conferences

115. Daily briefings for the media will be held at noon, by the Spokesperson for the Secretary-General in room S-237. Press conferences by senior United Nations officials, delegations and the permanent missions will take place in the same room unless otherwise indicated. The list of press conferences will be announced daily by the Office of the Spokesperson for the Secretary-General and will be posted at http://www.un.org/sg/spokesperson/confschedule.asp. It will also be available on the website of the Media Accreditation and Liaison Unit at www.un.org/en/media/accreditation/alert and on Twitter@UNmedialiaison.

116. Delegations can book press conferences by calling the Office of the Spokesperson for the Secretary-General (telephone: 212 963 7707, 212 963 7160 or 212 963 7161).

117. Briefings and press conferences are **only** open to members of the media.

Coverage of bilateral meetings

118. Photo opportunities may be available for bilateral meetings. Media representatives interested in covering the meetings will need to contact the relevant delegations in order to get permission to attend.

XVI. Medical services

119. The United Nations Medical Service will operate a walk-in clinic from 8.30 a.m. to 5 p.m. weekdays for the duration of the General Assembly. The clinic is located in the main Secretariat Building, fifth floor (telephone: 212 963 7080). Weekend opening will be dependent upon demand and the meeting schedule.

120. During the high-level meetings, an immediate medical response capability will operate from within the General Assembly Building. For meetings in the Conference Building, immediate response will be provided from the main Medical Services Division clinic in the Secretariat Building. Additional support will also be provided by on-site New York City ambulances and staff.

121. Physicians travelling with Heads of State or Government should contact the Senior Medical Officer, Secretariat Operations, Dr. Paula Rojas (telephone: 212 963 6764 or email rojasp@un.org) if they have special requirements or if they wish to view the medical facilities and support capacity available.

XVII. Host country liaison

122. All enquiries concerning host country matters should be directed to James Donovan at the United States Mission to the United Nations during regular business hours (telephone: 212 415 4300 (after hours, 212 415 4020)).

XVIII. Additional information and briefing sessions

123. Additional information will be issued if the need arises to update and expand the information contained herein. In addition, question-and-answer sessions for interested delegations may be arranged in the weeks leading up to the high-level meetings and the general debate.

124. In the lead-up to the high-level meetings, the following documents will be issued:

- Note verbale from the Protocol and Liaison Service on protocol/accreditation arrangements
- Press kit for the sixty-ninth session of the General Assembly
- Delegates Handbook
- Information circular to media

XIX. Focal points for arrangements related to the high-level meetings

General Assembly Affairs	Ion Botnaru Telephone: 212 963 0725
	Saijin Zhang Telephone: 212 963 2336
Protocol	Yoon Yeocheol Telephone: 212 963 7171 Fax: 212 963 1921
Conference Services	Liya Liqun Zhang Telephone: 212 963 8114
	Rukshan Perera Telephone: 212 963 7351
	E-mail: emeetsm@un.org
Interpretation services	Hossam Fahr Telephone: 212 963 8235
Bilateral meetings coordination	Reservations: icms.un.org
	E-mail: bilats-msu@un.org
	Sylvia Gutierrez Telephone: 212 963 8387

Statement submission	papersmart@un.org PaperSmart portal: papersmart.unmeetings.org Cristina Dias Schulz-Langendorf E-mail: papersmart@un.org
Logistics coordination for meetings	Emma Pioche Telephone: 212 963 2952
Delegation accreditation and access	Wai Tak Chua Telephone: 212 963 7181 Fax: 212 963 1921 For eAccreditation technical issues: ICTS Help Desk Telephone: 212 963 5033 E-mail: help-desk@un.org
Security	Deputy Chief Michael Browne Telephone: 917 367 9211 E-mail: browne2@un.org Lieutenant Malinda McCormack (Security Event Planning Unit) Telephone: 212 963 7028 Fax: 917 367 7032 E-mail: mccormackm@un.org
Media	Hua Jiang (Press Service) Telephone: 212 963 9653 Collinet Finjap Njinga (Meetings Coverage) Telephone: 212 963 5850 Isabelle Broyer (Accreditation) Telephone: 212 963 6934 Fax: 212 963 4642 David Woodie (Broadcast and United Nations Television) Telephone: 212 963 9399 Jamille McCord (Press Conferences) Telephone: 212 963 7707 E-mail: mccord@un.org
Facilities Management Service	Andrew Nye Telephone: 212 963 7453

Broadcast and Conference Support Section	Patrick Morrison Telephone: 212 963 0407
Capital master plan	Peter Smith Telephone: 917 367 5853
	Werner Schmidt Telephone: 917 367 5420

Annex I

Request for accreditation of media representatives

High-level meetings and sixty-ninth session of the General Assembly of the United Nations

New York, September 2014

Procedures to apply for media accreditation

Bona fide representatives of media — print, photo, radio, television and film — will be accredited for coverage of the high-level meetings and the sixty-ninth session of the General Assembly of the United Nations to be held in New York from 22 September to 1 October 2014.

Those not in possession of a valid United Nations grounds pass should submit completed application forms, together with a letter of assignment, on official letterhead from the Editor or Bureau Chief, to:

Media Accreditation and Liaison Unit
Department of Public Information
United Nations
Room L-248C
New York, NY 10017, USA
Fax: 1 212 963 4642

No acknowledgement will be sent to you. Applicants may call to confirm that their assignment letter and form have been received. Telephone: 1 212 963 7164 or 1 212 963 4642.

Please be advised that applicants should bring with them their letter of assignment, together with two forms of photo identification (passport, national press credentials, driver's licence or work identification) when presenting themselves at the Media Accreditation Office on 801 First Avenue (room U-100), located at the north-west corner of First Avenue and 45th Street. From 15 August to 29 September, the Media Accreditation Office will be located in a tent on the United Nations Plaza, just outside the Visitors Lobby.

Please note: Application forms can be filled out online prior to printing and will be considered only if accompanied by a letter of assignment. Accreditation is free of charge. Incomplete applications will not be processed.

Annex II

Request for Grounds Pass

UNITED NATIONS **NATIONS UNIES**

SECURITY AND SAFETY SERVICE

SPECIAL SERVICES UNIT

Request for Grounds Pass — Security staff

Issuance _____ Renewal _____ Duplicate _____

Name: _____

Country/Agency: _____

Protectee: _____

_____ _____ _____

Official seal Date Authorized signature

_____

Print name

(To be completed by the Special Services Unit)

Code/Weapon: UA A _____

(Must obtain prior approval from the Chief of Security and Safety Service)

Expiration date: _____

Approved by: _____ Date: _____

Proof of identification (Must be presented at the Pass and Identification Office) _____